GOVERNMENT OF ASSAM

DIRECTORATE OF TRAINING

**ASSAM ADMINISTRATIVE STAFF COLLEGE**

KHANAPARA: GUWAHATI

**Revised Training Calendar of Assam Administrative Staff College for the year 2017-18**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Code No.** | **Course Title** | **Category** | | **Sponsored By** | | **Duration** | | **Course Director** | **Course Assistant** |
| **From** | **To** |
| **April, 2017** | | | | | | | | | | |
|  | 2017-18 | Capacity Building Training for officers of FCS & CA department | State | | GoA/ FCS&CA | | 03/04/2017 | 07/04/2017 | Zahid Chistie | B.Talukdar |
|  | 2016-17 | Training Course on Gender Sensitization | State | | DoPT/GoI | | 10/04/2017 | 12/04/2017 | K.Rajkhowa/  Zahid Chistie | B.Talukdar |
|  | 2016-17 | One Week Training Programme for State Civil Service Officers at LKY School of Public Policy at Singapore | State | | GoA | | 17/04/2017 | 21/04/2017 | K.Rajkhowa | T.Boro |
|  | 2017-18 | Civil Service Day, 2017 | State | | GoA | | 21/04/2017 | | Z.Chistie/ R.Chakravorty |  |
|  | 2017-18 | e-Procurement  **(Centre for e-Governance)** | State | | GoA | | 24/04/2017 | 26/04/2017 | N.Sarma | Rohan Das |
|  | 2017-18 | Transferring and Adapting Best Practices and Innovation : Approaches  **(Centre for I&FS)** | State | | GoA | | 24/04/2017 | 26/04/2017 | K.Rajkhowa  R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | Right to Information Act, 2005 | State | | GoA | | 24/04/2017 | 26/04/2017 | S.P. Sharma | C.Mili |
|  | 2017-18 | Conclave on Health Water and Sanitation  **(Centre for SDGs)** | State | | GoA | | 24/04/2017 | | V.Barua/  S. P. Sharma | Anupam Neog |
| **May, 2017** | | | | | | | | | | |
|  | 2017-18 | Account Rules & Principles and Personal Management for probationers of Nagaland Civil Services, 2014 Batch. | State | | GoN | | 02/05/2017 | 04/05/2017 | K.Rajkhowa | S.Ghosh |
|  | 2017-18 | Capacity Building Training for officers of FCS & CA department | State | | GoA/ FCS&CA | | 02/05/2017 | 06/05/2017 | K.Rajkhowa | B.Talukdar |
|  | 2017-18 | e-Prastuti  **(Centre for e-Governance)** | State | | GoA | | 04/05/2017 | 06/05/2017 | L.N.Thakur | Rohan Das |
|  | 2017-18 | Transactional Analysis and Resistance to Change  **(Centre for LD)** | State | | GoA | | 04/05/2017 | 06/05/2017 | M.Borkotoki/  R.Chakraborty | Bhargav Jyoti Bora |
| 1. ` | 2017-18 | One-Day Workshop on GST for Hon’ble members of Assam Legislative Assembly. | State | | GoA/  Finance | | 06/05/2017 | | A. Bordoloi  R.Chakraborty | K.Doungel |
|  | 2017-18 | Innovation in Training: Excellence in Professional Performance  (**Centre for I&FS)** | State | | GoA | | 08/05/2017 | 09/05/2017 | K. Rajkhowa R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | Training on Reservation Act  **(Centre for Law & Justice)** | State | | GoA | | 08/05/2017 | 09/05/2017 | S. Dutta Deka  Zahid Chistie | Dibbyajyoti Sarma |
|  | 2017-18 | Conclave on Synergising CSR & SDGs  (**Centre for SDGs)** | State | | GoA | | 11/05/2017 | | S.P.Sharma/  R.M.Dubey | Anupam Neog |
|  | 2017-18 | Workshop on Role of Public Servants in prevention and Rehabilitation of victims of Human Trafficking”  (**Centre for Law & Justice)** | State | | GoA | | 12/05/2017 | | S.Dutta  Z.Chistie | Dibyajyoti Sarma |
|  | 2017-18 | Accounts, Financial Rules Ref. To Budget grants, Gender outcome budget  (**Centre for Financial Mgt)** | State | | GoA | | 15/05/2017 | 17/05/2017 | Anjan Jyoti Bordoloi | B.Bhagawati |
|  | 2017-18 | Assam Right to Public Service Act, 2012 | State | | DoPT/GoI | | 15/05/2017 | 17/05/2017 | S.P.Sharma | C.Mili |
|  | 2017-18 | Cyber Security | State | | DoPT/GoI | | 15/05/2017 | 17/05/2017 | L.N.Thakur | Jagannath Das |
|  | 2017-18 | Facilitation | State | | DoPT/GoI | | 15/05/2017 | 17/05/2017 | K.Rajkhowa | K.Doungel |
|  | 2017-18 | Capacity Building Training for officers of FCS & CA department | State | | GoA/ FCS&CA | | 15/05/2017 | 19/05/2017 | K.Rajkhowa | B.Talukdar |
|  | 2017-18 | Knowledge Management and Institutional Learning  **(Centre for LD)** | State | | GoA | | 16/05/2017 | 18/05/2017 | M.Borkotoki/  R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | Workshop on Elimination of Bonded Labour for North East Region by the National Human Rights Commission | State | | GoA/  Labour | | 19/05/2017 | | M.Borkotoki | Rohan Das |
|  | 2017-18 | Project Management | State | | DoPT/GoI | | 22/05/2017 | 24/05/2017 | R.Chakraborty | R.Bhatta |
|  | 2017-18 | Role & Responsibilities of DDOs | State | | DoPT/GoI | | 22/05/2017 | 24/05/2017 | K.Rajkhowa | K.Doungel |
|  | 2017-18 | MS Excel | State | | DoPT/GoI | | 22/05/2017 | 24/05/2017 | N. Sarma | Jagannath Das |
|  | 2017-18 | 12-Day Induction Training Programme for the cutting edge level functionaries at Darrang District. | State | | DoPT/GoI | | 22/05/2017 | 02/05/2017 | Monidipa Borkotoki | C.Mili/  Rohan Das |
|  | 2017-18 | 12-Day Induction Training Programme for the cutting edge level functionaries at Kokrajhar District | State | | DoPT/GoI | | 22/05/2017 | 02/05/2017 | Monidipa Borkotoki | C.Mili/  Rohan Das |
|  | 2017-18 | 12-Day Induction Training Programme for the cutting edge level functionaries at Jorhat District | State | | DoPT/GoI | | 22/05/2017 | 02/05/2017 | Monidipa Borkotoki | C.Mili/  Rohan Das |
|  | 2017-18 | 12-Day Induction Training Programme for the cutting edge level functionaries at Lakhimpur District | State | | DoPT/GoI | | 22/05/2017 | 02/05/2017 | Monidipa Borkotoki | C.Mili/  Rohan Das |
|  | 2017-18 | 12-Day Induction Training Programme for the cutting edge level functionaries at Baska District | State | | DoPT/GoI | | 22/05/2017 | 02/05/2017 | Monidipa Borkotoki | C.Mili/  Rohan Das |
|  | 2017-18 | Accounts & Financial Rules | State | | DoPT/GoI | | 29/05/2017 | 31/05/2017 | S.R.Roy | B.Bhagawati |
|  | 2017-18 | e-Governance | State | | DoPT/GoI | | 29/05/2017 | 31/05/2017 | N. Sarma | Rohan Das |
|  | 2017-18 | Orientation Training Course for IAS (P) of Assam – Meghalaya Cadre. | State | | GoA | | 29/05/2017 | 03/06/2017 | Monidipa Borkotoki | S.Ghosh |
| **June, 2017** | | | | | | | | | | |
|  | 2017-18 | e-Procurement  **(Centre for e-Governance)** | State | | GoA | | 01/06/2017 | 03/06/2017 | L.N.Thakur | Dibbyajyoti Sarma |
|  | 2017-18 | Divisional conclave on Sustainable Development Goals for Lower Assam Division  (**Centre for SDGs)** | State | | GoA | | 01/06/2017 | 03/06/2017 | V. Barua  S. P. Sharma | Anupam Neog |
|  | 2017-18 | Transformational Leadership  **(Centre for LD)** | State | | GoA | | 01/06/2017 | 03/06/2017 | M. Borkotoki  R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | Court Procedure | State | | DoPT/GoI | | 05/06/2017 | 07/06/2017 | Zahid Chistie | Jagannath Das |
|  | 2017-18 | Departmental Proceedings | State | | DoPT/GoI | | 05/06/2017 | 07/06/2017 | Swapna Dutta | R.Bhatta |
|  | 2017-18 | AFR & Contingency Manual duties & responsibilities of DDOs for C.O. of Revenue Deptt.  **(Centre for Financial Mgt)** | State | | GoA | | 05/06/2017 | 07/06/2017 | Anjan Jyoti Bordoloi | B.Bhagawati |
|  | 2017-18 | Capacity Building Training for officers of FCS & CA department | State | | GoA/ FCS&CA | | 05/06/2017 | 09/06/2017 | S.P.Sharma | B.Talukdar |
|  | 2017-18 | Direct Trainer Skill (DTS)  (National Level) | State | | DoPT/GoI | | 05/06/2017 | 09/06/2017 | N.Sarma | Rohan Das |
|  | 2017-18 | Conclave on Sustainable Development Goals 1&2  **(Centre for SDGs)** | State | | GoA | | 08/06/2017 | | V.Barua  Dr. R.M Dubey | Anupam Neog. |
|  | 2017-18 | Organisational change, creativity& Innovation processes  (**Centre for I&FS)** | State | | GoA | | 12/06/2017 | 14/06/2017 | K. Rajkhowa R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | Sustainable Development | State | | DoPT/GoI | | 12/06/2017 | 14/06/2017 | Zahid Chistie | S.Ghosh |
|  | 2017-18 | Design of Training (DoT)  (National Level) | State | | DoPT/GoI | | 12/06/2017 | 16/06/2017 | V.Barua | Robin Bhatta |
|  | 2017-18 | Conclave on Sustainable Development – 4 (Quality Education) Assam  **(Centre for SDGs)** | State | | GoA | | 16/06/2017 | 17/06/2017 | V.Barua  Dr. R.M Dubey |  |
|  | 2017-18 | **Workshop** on Drug abuse and Drug Trafficking (with Department of Labour/ SSA Health /Police/SW/Excise/ Education /RMSA/ College)  **(Centre for Law & Justice)** | State | | GoA | | 17/06/2017 | | S. Dutta Deka  Z. Chistie | Dibbyajyoti Sarma |
|  | 2017-18 | Government Process  Re-engineering  **(Centre for e-Governance)** | State | | GoA | | 19/06/2017 | 21/06/2017 | L.N.Thakur | Jagannath Das |
|  | 2017-18 | Accounts, Financial Rules & Procurement for Police – DDOs, DSPs & SPs | State | | DoPT/GoI | | 19/06/2017 | 21/06/2017 | Anjan Jyoti Bordoloi | B.Bhagawati |
|  | 2017-18 | Role & Responsibilities of DDOs, Account & Financial Rules for DFDO & FEO | State | | GoA/ Fishery | | 19/06/2017 | 21/06/2017 | S.P. Sharma | C.Mili |
|  | 2017-18 | Capacity Building Training for officers of FCS & CA department | State | | GoA/ FCS&CA | | 27/06/2017 | 01/07/2017 | K.Rajkhowa | B.Talukdar |
|  | 2017-18 | e-Office  (**Centre for e-Governance)** | State | | GoA | | 28/06/2017 | 29/06/2017 | N. Sarma | Rohan Das |
|  | 2017-18 | Accounts & Financial Rules  (Ref. to Pension Rules, CPS)  **(Centre for Financial Mgt)** | State | | GoA | | 28/06/2017 | 30/06/2017 | Anjan Jyoti Bordoloi | R.Bhatta |
|  | 2017-18 | Office Procedure, accounts & Financial Rules for DFDO & Allied | State | | GoA/ Fishery | | 28/06/2017 | 30/06/2017 | S.P. Sharma | Jagannath Das |
| **July, 2017** | | | | | | | | | | |
|  | **2017-18** | **Deliberations on Future Studies**  **(Centre for I&FS)** | **State** | | **GoA** | | **05/07/2017** | | K. Rajkhowa R.Chakraborty | **Bhargav Jyoti Bora** |
|  | 2017-18 | Capacity Building to prevent initiation of Court Cases.  **(Centre for LJ & HR)** | State | | GoA | | 10/07/2017 | 12/0/72017 | S. Dutta Deka  Z. Chistie | Dibbyajyoti Sarma |
|  | 2017-18 | 3-Week Training Programme for Mizoram Civil Service | State | | GoM | | 10/07/2017 | 29/07/2017 | K.Rajkhowa | S.Ghosh |
|  | 2017-18 | Conclave on SDGs for Environment, Forest and Climate Change and Sustainable Consumption (SDG-12, 13,14 & 15)  **(Centre for SDGs)** | State | | GoA | | 14/07/2017 | 15/07/2017 | V.Barua  Dr. R.M Dubey | Anupam Neog |
|  | 2017-18 | Presentation and Communication Skills | State | | DoPT/GoI | | 17/07/2017 | 19/07/2017 | V.Barua | Jagannath Das |
|  | 2017-18 | Human Rights , Peace and Conflict Management **(Centre for LD)** | State | | GoA | | 19/07/2017 | 21/07/2017 | M. Borkotoki  R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | Stress Management | State | | DoPT/GoI | | 24/07/2017 | 26/07/2017 | M.Borkotoki | R.Bhatta |
|  | 2017-18 | Financial Rules & Accounts (Ref to Audit Paras, Inspection Reports, C&AG reports standing Committee matter)  **(Centre for Financial Mgt)** | **State** | | **GoA** | | 26/07/2017 | 28/07/2017 | Anjan Jyoti Bordoloi | B.Talukdar |
| **August, 2017** | | | | | | | | | | |
|  | **2017-18** | **2-Week Joint Induction Training Course for ACS(P)** | **State** | | **GoA** | | **01/08/2017** | **11/08/2017** | S.Dutta Deka  Z. Chistie | B.Talukdar / C.Mili |
|  | 2017-18 | e-Prastuti  (Centre for e-Governance) | State | | GoA | | 03/08/2017 | 05/08/2017 | N. Sarma | Dibbya Jyoti Sarma |
|  | 2017-18 | Conclave on Sustainable Development Goal, 7,8 & 9  **(Centre for SDGs)** | State | | GoA | | 05/08/2017 | | V.Barua  Dr. R.M Dubey | Anupam Neog |
|  | 2017-18 | Innovation in Governance: perspective, Challenges & potential  (Centre for I&FS) | State | | GoA | | 07/08/2017 | 09/08/2017 | K. Rajkhowa R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | Accounts, Financial Rules (special ref. to PPP Mode Financial Rules, CVC guidelines.  **(Centre for Financial Mgt)** | **State** | | GoA | | 07/08/2017 | 09/08/2017 | Anjan Jyoti Bordoloi | K.Doungel |
|  | 2017-18 | Office Procedure & Service Related Rules | State | | DoPT/GoI | | 07/08/2017 | 09/08/2017 | V.Barua | Jagannath Das |
|  | 2017-18 | e-Procurement | State | | DoPT/GoI | | 07/08/2017 | 09/08/2017 | L.N.Thakur | B.Talukdar |
|  | 2017-18 | Office Procedure, accounts & Financial Rules for Sr/Jr Asstt. of HQ level | State | | GoA/ Fishery | | 07/08/2017 | 09/08/2017 | S.P. Sharma | C.Mili |
|  | 2017-18 | Conclave on Sustainable Development Goals – 11  (**Centre for SDGs)** | State | | GoA | | 09/08/2017 | | V.Barua  Dr. R.M Dubey | Anupam Neog |
|  | 2017-18 | Training on Synergised Planning Coordination and Implementation of SDGs 16 **(Centre for SDGs)** | State | | GoA | | 17/08/2017 | 19/08/2017 | V. Barua  S. P. Sharma | Anupam Neog |
|  | 2017-18 | e-Procurement  **(Centre for e-Governance)** | State | | GoA | | 17/08/2017 | 19/08/2017 | L.N.Thakur | S.Ghosh |
|  | 2017-18 | Training Programme on Departmental Proceedings | State | | GoA | | 17/08/2017 | 19/08/2017 | K.Rajkhowa | K.Doungel |
|  | 2017-18 | Leadership & Motivation  FEO & Allied | State | | GoA/ Fishery | | 17/08/2017 | 19/08/2017 | S.P. Sharma | C.Mili |
|  | 2017-18 | Training on Environment Laws for officers of Sectt.  **(Centre for LJ & HR)** | State | | GoA | | **17/08/2017** | **19/08/2017** | S. Dutta Deka  Z. Chistie | Dibbyajyoti Sarma |
|  | 2017-18 | Accounts & Financial Rules | State | | DoPT/GoI | | 21/08/2017 | 23/08/2017 | S.R.Roy | R.Bhatta |
|  | 2017-18 | 4-Week Induction Training Course for ACS (P) | State | | GoA | | 21/08/2017 | 15/09/2017 | S.Dutta Deka  V.Barua | R.Bhatta/  C.Mili |
|  | 2017-18 | Pre-Examination Training Centre **(PETC)** | State | | GoA | | 21/08/2017 | July, 2018 | V.Barua | S.Ghosh |
|  | 2017-18 | Training Programme on Ethical Decision Making in Government | State | | GoA | | 21/08/2017 | 22/08/2017 | M.Borkotoki | C.Mili |
|  | 2017-18 | Training Programme on Assam SC & ST Reservation Act | State | | GoA | | 21/08/2017 | 22/08/2017 | Z. Chistie | B,.Talukdar |
|  | 2017-18 | Workshop on Rain Water handling & Command of  **(Centre for SDGs)** | State | | GoA | | 28/08/2017 | | V. Barua/  S. P. Sharma | Anupam Neog |
|  | 2017-18 | Empowerment of Women | State | | DoPT/GoI | | 28/08/2017 | 30/08/2017 | M. Borkotoki | C.Mili |
|  | 2017-18 | Training Course for Officers of Social Welfare Department. | State | | GoA | | 28/08/2017 | 01/09/2017 | S.P.Sharma | Jagannath Das |
|  | 2017-18 | Special One – Week Training Course for probationers of North East and AGMUT Cadre s . | State | | LBSNAA | | 28/08/2017 | 01/09/2017 | M. Borkotoki | S.Ghosh |
|  | 2017-18 | Leadership and Management Styles  **(Centre for LD)** | State | | GoA | | 29/08/2017 | 31/08/2017 | M. Borkotoki  R.Chakraborty | Bhargav Jyoti Bora |
| **September, 2017** | | | | | | | | | | |
|  | 2017-18 | Information Security Management  **(Centre for e-Governance)** | State | | GoA | | 04/09/2017 | 06/09/2017 | N. Sarma | Rohan Das |
|  | 2017-18 | Departmental Proceedings  **(Centre for LJ & HR)** | State | | GoA | | 04/09/2017 | 06/09/2017 | S. Dutta Deka | Dibbyajyoti Sarma |
|  | **2017-18** | **Training Course for Officers of Irrigation Department** | **State** | | **GoA** | | **01/08/2017** | **05/08/2017** | **S.P.Sharma** | **R.Bhatta** |
|  | 2017-18 | Two - Week North East Darshan for probationers of Assam – Meghalaya Cadres | State | | LBSNAA | | 04/09/2017 | 16/09/2017 | M. Borkotoki | S.Ghosh |
|  | 2017-18 | Workshop on Leadership in Changing Environment  **(Centre for LD)** | State | | GoA | | 05/09/2017 | | M. Borkotoki  R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | State Level Consultation on SDGs Implementation and Monitoring  **(Centre for SDGs)** | State | | GoA | | 11/09/2017 | 12/09/2017 | V. Barua  S. P. Sharma | Anupam Neog |
|  | 2017-18 | Culture and Climate for Innovation.  **(Centre for I&FS)** | State | | GoA | | 11/09/2017 | 12/09/2017 | K. Rajkhowa R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | Advance Course in MS-Excel  **( Centre for e-Governance)** | State | | GoA | | 11/09/2017 | 12/09/2017 | L.N.Thakur | Jagannath Das |
|  | 2017-18 | Financial Rules & Accounts (Ref. to DPR, Monitoring, evaluation, Report submission & VC)  **(Centre for Financial Mgt)** | **State** | | GoA | | 18/09/2017 | 20/09/2017 | Anjan Jyoti Bordoloi | B.Talukdar |
|  | 2017-18 | Latest Advancement of pisiculture practice for FEO & Allied | State | | GoA/ Fishery | | 18/09/2017 | 20/09/2017 | S.P. Sharma | C.Mili |
|  | 2017-18 | Master Trainer Training Programme | State | | GoA/IT | | 18/09/2017 | 20/09/2017 | L.N.Thakur | Rohan Das |
|  | 2017-18 | Training course for Officers of Cooperation Department | State | | GoA | | 18/09/2017 | 22/09/2017 | Z. Chistie | R.Bhatta |
|  | 2017-18 | “Discover Yourself” and Self Motivation.  **(Centre for LD)** | State | | GoA | | 19/09/2017 | 21/09/2017 | M. Borkotoki  R.Chakraborty | Bhargav Jyoti Bora |
|  | **2017-18** | **e-Office**  **(Centre for e-Governance)** | **State** | | **GoA** | | **21/09/2017** | **22/09/2017** | **N.Sarma** | **Rohan Das** |
|  | **2017-18** | **One day Training on Human Rights**  **(Centre for LJ & HR)** | **State** | | **GoA** | | **21/09/2017** | | S. Dutta Deka  Z. Chistie | Dibbyajyoti sarma |
|  | 2017-18 | **Workshop** : Look East through North East.  **(Centre for I & FS)** | State | | GoA | | 22/09/2017 | | K. Rajkhowa R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | **Workshop** on  Research Energy  **(Centre for SDGs)** | State | | GoA | | 25/09/2017 | | V. Barua  S. P. Sharma | Anupam Neog |
| **October, 2017** | | | | | | | | | | |
|  | 2017-18 | Training on Synergised Planning Coordination and Implementation of  SDGs 6 & 11  **(Centre for SDGs)** | State | | GoA | | 05/10/2017 | 07/10/2017 | V. Barua  S. P. Sharma | Anupam Neog |
|  | 2017-18 | e-Prastuti  **(Centre for e-Governance)** | State | | GoA | | 05/10/2017 | 07/10/2017 | N.Sarma | Rohan Das |
|  | 2017-18 | Innovation in Administration and public service delivery  **(Centre for 1&FS)** | State | | GoA | | 09/10/2017 | 11/10/2017 | K. Rajkhowa R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | Court Procedure | State | | DoPT/GoI | | 09/10/2017 | 11/10/2017 | Swapna Dutta Deka | B.Talukdar |
|  | 2017-18 | Training Course on Accounts & Financial Rules for Soil Conservation. | State | | GoA | | 09/10/2017 | 13/10/2017 | S.R.Roy | R.Bhatta |
|  | 2017-18 | Training course on Office Procedure & Financial Rules of the Chief Inspector of Factories, Assam | State | | GoA | | 09/10/2017 | 13/10/2017 | S.P.Sharma | C.Mili |
| 1. Et | 2017-18 | Ethical Issues  **(Centre for LD)** | State | | GoA | | 16/10/2017 | 17/10/2017 | M. Borkotoki  R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | Training Programme on Assam SC & ST Reservation Act | State | | GoA | | 16/10/2017 | 17/10/2017 | V.Barua | Jagannath Das |
|  | 2017-18 | Sensitization workshop on Implementation of STP with special emphasis on adoption of Systematic Approach to Training | State | | GoA | | 16/10/2017 | | Zahid Chistie | C.Mili |
|  | 2017-18 | e-Procurement  **(Centre for e-Governance)** | State | | GoA | | 23/10/2017 | 25/10/2017 | L.N.Thakur | Rohan Das |
|  | 2017-18 | ToT on Good Governance  (2nd ARC Module) | State | | GoA | | 23/10/2017 | 25/10/2017 | R.Chakraborty | B.Talukdar |
|  | 2017-18 | Mentoring | State | | DoPT/GoI | | 23/10/2017 | 25/10/2017 | Monidipa Borkotoki | S.Ghosh |
|  | 2017-18 | Project preparation & Management for FEO & JE | State | | GoA/ Fishery | | 23/10/2017 | 25/10/2017 | S.P. Sharma | R.Bhatta |
|  | 2017-18 | Management & Accounts (Financial Fiscal Management disinvestment /privatization PSU  **(Centre for Financial Mgt)** | State | | GoA | | 30/10/2017 | 01/11/2017 | Anjan Jyoti Bordoloi | Jagannath Das |
|  | 2017-18 | 2-Week Mandatory In-Service Training Programme | State | | GoA | | 30/10/2017 | 10/11/2017 | S.Dutta Deka  S.P.Sharma | T.Boro/  K.Doungel |
| **November, 2017** | | | | | | | | | | |
|  | 2017-18 | ToT on Good Governance  (**Centre for I&FS)** | State | GoA | | | 01/11/2017 | 03/11/2017 | K. Rajkhowa R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | Capacity Building to prevent initiation of Court Cases  **(Centre for LJ & HR)** | State | GoA | | | 01/11/2017 | 03/11/2017 | S. Dutta  Z. Chistie | Dibbyajyoti Sarma |
|  | 2017-18 | Goods & Service Tax (GST) | State | DoPT/GoI | | | 01/11/2017 | 03/11/2017 | V.Barua | R.Bhatta |
|  | 2017-18 | Training on Synergised Planning Coordination and Implementation of  SDGs 5 & 10  **(Centre for SDGs)** | State | GoA | | | 06/11/2017 | 08/11/2017 | V. Barua  S. P. Sharma | Anupam Neog |
|  | 2017-18 | Role & Responsibilities of DDOs | State | DoPT/GoI | | | 06/11/2017 | 08/11/2017 | S.R.Roy | B.Talukdar |
|  | 2017-18 | Training Need Analysis (TNA) | State | DoPT/GoI | | | 06/11/2017 | 17/10/2017 | Nandini Sarma | C.Mili |
|  | 2017-18 | Corporate Social Responsibility:  Awareness, impact and implication  **(Centre for LD)** | State | GoA | | | 07/11/2017 | 09/11/2017 | M. Borkotoki  R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | Accounts, Financial Rules & Procurement Procedure for Police – DDOs, DSPs & SPs | State | DoPT/GoI | | | 13/11/2017 | 15/11/2017 | Anjan Jyoti Bordoloi | Jagannath Das |
|  | 2017-18 | **Workshop**:  Roof top Farming  **(Centre for I&FS)** | State | GoA | | | 18/11/2017 | | K. Rajkhowa R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | Leadership &Management for officers WPT & BC Department. | State | GoA | | | 20/11/2017 | 22/11/2017 | R.Chakraborty | Robin Bhatta |
|  | 2017-18 | Competency Based Training | State | GoA | | | 20/11/2017 | 22/11/2017 | S.Dutta Deka | B.Talukdar |
|  | 2017-18 | Training Programme on Gender Issues | State | GoA | | | 27/11/2017 | 29/11/2017 | M. Borkotoki | Jagannath Das |
|  | 2017-18 | Financial Management & Accounts (AFR & BM Act etc.  (**Centre for Financial Mgt)** | State | GoA | | | 27/11/2017 | 29/11/2017 | S.R.Roy | C.Mili |
|  |  | e-Governance | State | DoPT/GoI | | | 27/11/2017 | 29/11/2017 | N.Sarma | Rohan Das |
|  | 2017-18 | **Workshop** on Global Warming  **(Centre for SDGs)** | State | GoA | | | 30/11/2017 | | V. Barua  S. P. Sharma | Anupam Neog |
| **December, 2017** | | | | | | | | | | |
|  | 2017-18 | Psychology and Organisational Innovation  **(Centre for I&FS)** | State | GoA | | | 04/12/2017 | 06/12/2017 | K.Rajkhowa R.Chakraborty | C.Mili |
|  | 2017-18 | Interpersonal Relation & Communication  **(Centre for LD)** | State | GoA | | | 05/12/2017 | 07/12/2017 | M. Borkotoki  R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | e-Procurement  **(Centre for e-Governance)** | State | GoA | | | 06/12/2017 | 08/12/2017 | N.Sarma | Rohan Das |
|  | 2017-18 | **Workshop** on Witch Hunting : Different Aspects (with Department of Police/ Social Welfare / NGOs  **(Centre for LJ & HR)** | State | GoA | | | 08/12/2017 | | S. Dutta Deka  Z. Chistie | Dibbyajyoti Sarma |
|  | 2017-18 | Mid-Career Interaction Course between Armed Force & Civil Service | State | DoPT/GoI | | | 12/12/2017 | 14/12/2017 | V.Barua | Robin Bhatta |
|  | 2017-18 | In-Service Training Programme at ATI, Mysore/  YASHADA | State | GoA | | | 11/12/2017 | 22/12/2017 | V.Barua  K.Rajkhowa | B.Talukdar |
|  | 2017-18 | Training on Synergised Planning Coordination and Implementation of  SDGs 12,13,14 & 15  **(Centre for SDGs)** | State | GoA | | | 18/12/2017 | 20/12/2017 | V. Barua  S. P. Sharma | Anupam Neog |
|  | 2017-18 | Financial Management & Accounts (Ref. to AFR, DFPR, AMAR, FR& SR of HoD’s)  (**Centre for Financial Mgt)** | State | GoA | | | 18/12/2017 | 20/12/2017 | S.R.Roy | B.Talukdar |
|  | 2017-18 | e-Prastuti  **(Centre for e-Governance)** | State | GoA | | | 27/12/2017 | 29/12/2017 | L.N.Thakur | Jagannath Das |
| **January, 2018** | | | | | | | | | | |
|  | 2017-18 | Financial Management (Ref. to Financial Powers, timelines, Sanctions, TS, AC bills  (**Centre for Financial Mgt)** | State | GoA | | | 04/01/2018 | 06/01/2018 | Anjan Jyoti Bordoloi | R.Bhatta |
|  | 2017-18 | **Workshop** on Revival of spring  **(Centre for SDG)** | State | GoA | | | 05/01/2018 | | V. Barua  S. P. Sharma | Anupam Neog |
|  | 2017-18 | e-Office  **(Centre for e-Governance)** | State | GoA | | | 05/01/2018 | 06/01/2018 | N.Sarma | Rohan Das |
|  | 2017-18 | Training on Synergised Planning Coordination and Implementation of  SDGs 7, 8 & 9  **(Centre for SDGs)** | State | GoA | | | 08/01/2018 | 10/01/2018 | V. Barua  S. P. Sharma | Anupam Neog |
|  | 2017-18 | Goods & Service Tax (GST) | State | DoPT/GoI | | | 08/01/2018 | 10/01/2018 | R.Chakraborty | C.Mili |
|  | 2017-18 | Deliberations by innovators from Assam in various fields **(Centre for I&FS)** | State | GoA | | | 09/01/2018 | | K. Rajkhowa R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | Training on Acts and Rules related to Specific Department  **(Centre for LJ & HR)** | State | GoA | | | 08/01/2018 | 09/01/2018 | S. Dutta Deka  Z. Chistie | Dibbyajyoti Sarma |
|  | 2017-18 | Working in Teams  **(Centre for LD)** | State | GoA | | | 18/01/2018 | 20/01/2018 | M. Borkotoki  R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | Innovations, creativity & Managing Changes  **(Centre for I&FS)** | State | GoA | | | 18/01/2018 | 20/01/2018 | K. Rajkhowa R.Chakraborty | Dibbyajyoti Sarma |
| **February, 2018** | | | | | | | | | | |
|  | 2017-18 | Advance Course in MS-Excel  **( Centre for e-Governance)** | State | GoA | | | 05/02/2018 | 06/02/2018 | N.Sarma | Jagannath Das |
|  | 2017-18 | Financial Management & Accounts (Ref. to e-gov. )  (**Centre for Financial Mgt)** | State | GoA | | | 05/02/2018 | 07/02/2018 | S.R.Roy | B.Talukdar |
|  | 2017-18 | Workshop : Start up Assam  **(Centre for I&FS)** | State | GoA | | | 07/02/2018 | | K. Rajkhowa R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | **Workshop** on Making the State Tobacco Free-Various Aspect  **(Centre for LJ & HR)** | State | GoA | | | 07/02/2018 | | S. Dutta Deka  Z. Chistie | Dibbyajyoti Sarma |
|  | 2017-18 | Training on Synergised Planning Coordination and Implementation of  SDGs 17  **(Centre for SDGs)** | State | GoA | | | 12/02/2018 | 14/02/2018 | V. Barua/  S. P. Sharma | Anupam Neog |
|  | 2017-18 | RT Development on Mentoring | State | DoPT/GoI | | | 12/02/2018 | 17/02/2018 | R.Chakraborty | C.Mili |
|  | 2017-18 | Information Security Management  **(Centre for e-Governance)** | State | GoA | | | 20/02/2018 | 21/02/2018 | L.N.Thakur | Rohan Das |
|  | 2017-18 | Workplace Creativity and Stress Management  **(Centre for LD)** | State | GoA | | | 20/02/2018 | 22/02/2018 | M. Borkotoki  R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | Government Process Re-engineering  **(e-Governance)** | State | GoA | | | 26/02/2018 | 27/02/2018 | N.Sarma | Jagannath Das |
| **March, 2018**  **[** | | | | | | | | | | |
|  | 2017-18 | National/International Level Seminar & Research Paper presentation on Leadership and Change Management  **(Centre for LD)** | State | GoA | | 02/03/2018 | | 03/03/2018 | M. Borkotoki  R.Chakraborty | Bhargav Jyoti Bora |
|  | 2017-18 | Financial Management & Accounts (for Industries department Officers)  **(Centre for Financial Mgt)** | State | GoA | | 05/03/2018 | | 07/03/2018 | Anjan Jyoti Bordoloi | C.Mili |
|  | 2017-18 | One day Training on Drafting of service Rules  **(Centre for LJ & HR)** | State | GoA | | 12/03/2018 | | | S. Dutta Deka  Z. Chistie | Dibbyajyoti Sarma |
|  | 2017-18 | **Workshop**: Biotech Park & Innovation  (**Centre for I&FS)** | State | GoA | | 27/03/2018 | | | K. Rajkhowa R.Chakraborty | Bhargav Jyoti Bora |

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| **Secretariat Training School for the year 2017-18** | | | | | | | |
| Sl.  No. | Year | Group | Batch | Sponsored By | From | To | Nos. of participants |
|  | 2017-18 | Group – A  Jr. AA | 119 | GoA |  |  | 35 |
|  | 2017-18 | Grade-IV | 1 | GoA |  |  | 40 |
|  | 2017-18 | Group - B | 38 | GoA |  |  | 35 |
|  | 2017-18 | Grade-IV | 2 | GoA |  |  | 40 |
|  | 2017-18 | Group - A | 120 | GoA |  |  | 35 |
|  | 2017-18 | Grade-IV | 3 | GoA |  |  | 40 |
|  | 2017-18 | Group-B | 39 | GoA |  |  | 35 |
|  | 2017-18 | Grade-IV | 4th | GoA |  |  | 40 |
|  | 2017-18 | Group-A | 121 | GoA |  |  | 35 |
|  | 2017-18 | Grade-IV | 5th | GoA |  |  | 40 |
|  | 2017-18 | Group-B | 40th | GoA |  |  | 35 |

**N.B. There may be changed of dates & Course Directors or cancellation & deferment of certain training courses due to various unavoidable factors and circumstances.**